

DEPUTY FIRE CHIEF

DISTINGUISHING FEATURES

The fundamental reason the Deputy Fire Chief exists is to manage a section of the Scottsdale Fire Department. This assignment works a standard 40-hour administrative work week and is responsible for managing one of the following programs: field operations, fire and rescue training, fire and life safety, emergency medical services, administration and resource management. This classification is supervisory. The work is performed under the direct supervision of an Assistant Fire Chief, but considerable latitude is granted for the exercise of independent judgment and initiative.

ESSENTIAL FUNCTIONS

Develops, plans, and implements department goals and objectives; recommends and administers policies and procedures. Makes significant decisions that impact the department, other city departments, and the general public.

Plans, organizes, directs, and coordinates the activities of personnel in one of the following areas; field operations, fire and rescue training, fire and life safety, emergency medical services, administration or resource management.

Develops and encourages management team; determines the mentoring and coaching needs of the department; establishes performance objectives and training needs; oversees discipline procedures.

Evaluates department resources, structure, and service levels in relation to the community's expectations and future needs.

Establishes cooperative relationships with local and regional partners.

Participates in the development and administration of the department budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves budget expenditures.

Develops collaborative relationships with other City department personnel. Serves on various departmental and citywide committees. Represents the Department at Commission and City Council meetings.

Ensures departmental compliance with outside regulatory agencies.

Oversees special studies, projects, and analysis related to fire operations.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Researches, develops, reports on and implements new programs, including the necessary infusion of staff, funds, processes, training, materials, and equipment to ensure successful implementation.

Evaluates training needs of personnel and participates in the development and implementation of staff development programs.

Represents the City and Fire Department on regional, state and local committees, meetings and conferences. Makes public appearances and speaks on fire safety and fire awareness.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Principles, practices, and procedures of modern fire fighting.
Municipal Fire Department administration.
Principles of employee supervision, training and performance evaluation.
Computers and related software.
Use, operation and maintenance of fire equipment and apparatus used in fire fighting.
Budgetary planning, development, and monitoring practices.

Ability to:

Plan, assign, coordinate, and manage the activities of a division or functional area.
Supervise, train, and develop employees effectively.
Perform research, analyze findings, and prepare administrative and technical reports.
Communicate effectively verbally and in writing.
Prepare and present oral and written reports.
Establish and maintain effective working relationships with staff, City officials, community organizations, other agencies and City departments, and the general public.
Operate a variety of standard office equipment, including a personal computer and a variety of computer software.
Maintain regular consistent attendance and punctuality.
Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing tasks in environments that may be immediately dangerous to life.

Education & Experience:

Must have a minimum of 60 semester hours of college credit that includes any combination of fire fighting, EMS and academic subjects. Five years of broad and extensive experience in all major phases of municipal fire work; including two years administrative responsibility at the Battalion Chief level. Must have familiarity with all major departmental functions of a fire department. Training and experience equivalent to a Bachelor's Degree from an accredited college or university with major coursework in fire science is preferred.

Beginning in July 2007, a Bachelor's Degree in Fire Science, Business Administration or a related field will be required.

Special Requirement:

Must possess and maintain a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified